



<b>Title:</b>	Client and Family Council Volunteer Chair and Co-Chair
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## **DESCRIPTION**

The Chair of the Client and Family Council (CFAC) facilitates and leads each meeting, ensuring that they run smoothly and efficiently. The Chair keeps the group focused on the topic at hand and ensures that all members may participate and have their voices heard. He/she/they helps build trust among group members and facilitates dialogue and decision-making. The Chair manages the time for each discussion in accordance with the agenda;

The Co-chair assumes all duties and responsibilities of the Council Chair in his/her/their absence and assists the Chair in leading and guiding Council activities.

## **A. RESPONSIBILITIES AND DUTIES**

- Facilitating each meeting by following the agenda and inviting input and discussion regarding topics listed on the agenda
- Works with the Coordinator to develop meeting agendas and Council documents
- Encouraging participation from all Council members during meetings, calling on members to speak
- Capture recommendations for meeting agenda items from CFAC Members
- Summarize actions prior to voting and will allow adequate time for additional discussion necessary prior to having the Council vote on an action to be taken.
- Report on the status of any action items from previous meetings
- Help conduct an annual evaluation of the Council with Council members and the Coordinator

## **B. REQUIREMENTS**

- Over 16 years of age
- Lived experience or experience with a family member or loved one who has experienced mental illness or addiction and has accessed services at AMHS-KFLA in the past two years
- Ideally, members will have access to email and the internet

## **C. SKILLS AND ABILITIES**

- Strong leadership skills.
- Able to listen and communicate effectively with others in the group
- Able to work collaboratively
- An openness to hear a variety of opinions and perspectives
- Approachable and sensitive towards the feelings of others
- Interact with all group members in a respectful manner, demonstrating objectivity, fairness, and a lack of bias
- Share insights and information about personal experiences in a way that others can learn from them

**NOTES:**

- Meetings are held monthly for 12 months a year and are typically 1.5 hours in duration.
- The chair/co-chair role typically requires a commitment of 3-5 hours per month
- The term of office is one year. Members may seek to renew their position annually, for up to four years.